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PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
20 July 1988 - 16 July 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

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B. Work continued towards the creation of a bar code system for the Office of Logistics, Printing and Photography Group (OL/P&PG). Testing of the code used to get data from the personal computers into the Management Information System database which resides on the mainframe computer has proven successful. With the assistance of an ADP Staff member from OL, Facilities Management Division, several more programs have been created to enhance the ease with which data can be uploaded from the bar code readers to the MIS. Program generation software is currently on order to create the printed bar code labels required. As soon as this software is received, code will be generated to format the labels needed. Work on this project to continue during upcoming weeks.

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C. The Office of Logistics, Printing and Photography Group (OL/P&PG), in conjunction with the Agency's copier contractors, has scheduled a representative from each contractor to assist P&PG with a copier accessory inventory. This inventory, which began on 25 July and is to be completed by 5 August, 1988, will assure that the Agency and the contractors are in agreement with the location and the features of Agency copiers. (AIUO) [redacted]

D. During the past week, the Office of Logistics, Printing and Photography Group (OL/P&PG) has worked with Facilities Management Division (FMD) to complete installation of the proper power for copiers in the Information Service Centers (ISC) within the New Headquarters Building. Kodak has been contacted to schedule copier installation and arrange for operator training. (AIUO) [redacted]

E. Two representatives from the Office of Logistics, Printing and Photography Group (OL/P&PG) have recently spent many hours working with representatives of DIA, OIR, and CPAS in an attempt to retrieve data (98 large tables) from several IBM PC diskettes that were produced by these customers using LOTUS 1-2-3 software. P&PG personnel are also in the process of researching a method to retrieve the text for this same job from a Wang "Office Assistant" device. This PC based device is not compatible with other Wang equipment used within CIA or DIA. These P&PG efforts are becoming more frequent due to the need to reconcile non-compatible PC input with existing P&PG production hardware and software. P&PG is studying this problem as a part of it's ongoing Desktop Publishing MBO. (AIUO) [redacted]

F. The Office of Logistics, Printing and Photogrphahy Group (OL/P&PG) reports that equipment malfunction and magnetic tape errors have combined to make this week's running of the priority payroll microfiche extremely difficult and time consuming. One computer output microfilm (COM) recorder stopped functioning on Friday morning with the same problem that had caused several hours of downtime during preceding days. The TRW technician made some "adjustments" that produced an acceptable test fiche. Later Friday night, it was discovered that the condition had reoccurred causing the loss of several fiche. All payroll production was shifted to the remaining COM recorder system, and continued until a nonrecoverable magtape error was encountered. This is the same nagging problem that has affected production of this job for months. The COM supervisor tried unsuccessfully to manually override these errors on Sunday, but the tape was beyond repair. The effect of these events on the production of the bi-weekly payroll microfiche was serious. One of these four jobs was shipped incomplete on

HN on P&PG to take over aware P&PG will aft.

Monday morning while programmers from Applications Management Branch, Office of Information Technology (AMB/OIT) recreated the defective tape. P&PG received the new tape Monday evening and it was produced on a priority basis and delivered to the customer on Tuesday morning. The COM supervisor will meet with AMB personnel to rectify these problems before the next running of the payroll.

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G. On 20 July, the Office of the Director of Central Intelligence, Public Affairs Office (DCI/PAO) requested that Office of Logistics, Printing and Photography Group (OL/P&PG) personnel be present in the OIR theater later in the day to witness the quality of the OIR videotape entitled, CIA and It's People. MPTV's support was requested because the previous running of the videotape resulted in complaints regarding the projection quality of the presentation. The OIR video was made from 16mm motion picture film originally produced by MPTV. However, the film was not the source of the quality problem. MPTV learned from OIR personnel that both overhead video projection systems were having problems and needed service. MPTV personnel borrowed an MPTV-produced, updated version of the 16mm film from the Office of Logistics, Facilities Management Division (OL/FMD) which is shown in the Headquarters Auditorium. Instead of the OIR videotape, the OL/FMD film was shown to Pentagon military personnel from the Strategic Defense Initiative (SDI) Group without complaint. It will continue to be shown bi-weekly as part of PAO's ongoing presentations to SDI personnel. MPTV, meanwhile, has ordered three copies of the updated 16mm film through our contract with Commonwealth Films, Inc., of Richmond. The copies are expected to be completed by 29 July at a cost of approximately \$800. (AIUO)

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III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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